



## ***BUILDING DEPARTMENT TOWN OF EAST HAMPTON***

***300 Pantigo Place – Suite 104  
East Hampton, New York 11937***

**DRAFT**

### **Rental Property Registration Renewal Form**

To renew your residential rental property and receive a Rental Registration Number, please follow these five steps:

1. Complete the Rental Property Registration Renewal Form and have it notarized
2. Complete the Rental Property Inspection Checklist and have it notarized
3. Attach a copy of the latest Certificate of Occupancy for the property issued by the Town of East Hampton
4. Provide any previous Rental Registration Number assigned to the rental property
5. Include a Rental Property Registration Fee of \$250 for a two-year term

Date

#### **PROPERTY OWNER INFORMATION**

Name(s)

Physical Address

Mailing Address

Telephone Numbers

#### **AGENT INFORMATION** (if applicable)

Name(s)

Physical Address

Mailing Address

Telephone Numbers

#### **RENTAL PROPERTY INFORMATION**

Physical Address

Suffolk County Tax Map #

Number of Rooms in Rental Property

Number of Bedrooms

Square Footage of each respective bedroom in the rental property

Bedroom #1

Bedroom #2

Bedroom #3

Bedroom #4

Bedroom #5

Bedroom #6

Bedroom #7

Bedroom #8

Bedroom #9

Previous Rental Registration Number

**TENANT INFORMATION**

Length of Tenancy

Rental Start Date

Rental End Date

Number of Tenants (if known)

Please note: properties may be registered without a known tenancy or term. In the event a property is registered without tenant information, a [Rental Property Update Form](#) shall be filed when the number of tenancy and term of tenancy becomes known, but in any event prior to commencement of a rental tenancy.

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OWNER/AGENT

Sworn to before me this \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)